**WORKSHOP CHECKLIST**

Tasks to do and materials required for the risk assessment workshop.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | | Responsible agent | Completed |
|  | **Ensure these tasks have been/will be carried out:** | | |
| Stakeholder invitations sent | |  |  |
| Venue and catering arranged | |  |  |
| Hazard scenario finalised | |  |  |
| Risk statements finalised | |  |  |
| Vulnerability/impact presentation (if applicable) | |  |  |
| Scenario presentation (if applicable) | |  |  |
| Agenda sent | |  |  |
| Hazard context presentations arranged (if applicable) | |  |  |
|  | **Workshop materials** | | |
| Agenda | |  |  |
| Risk statements in template for all participants and facilitators | |  |  |
| TERR Tool with preloaded risk statements | |  |  |
| PowerPoint presentation with risk statements | |  |  |
| Printed consequence and confidence tables | |  |  |
| Participant name tags | |  |  |
| Tasmanian Emergency Risk Management Guidelines | |  |  |
| Laptop, projector, speakers, laser pointer | |  |  |
| Maps, handouts etc., as appropriate | |  |  |
| Stationery, notepads, markers etc. | |  |  |